



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

880122-01

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of Commissioner of Insurance Insurance Department, Rating Division 716 West Tower, Floyd Building No. 2 Martin Luther King Drive Atlanta, Georgia 30334	Application Number	88-19
Application Number		Date Received	Date Completed
		JAN 22 1988	MAY 19 1988

2. Person to Contact	Working Title	Telephone Number
Tommy Hutchens	Transferring Records Custodian	656-2023

3. Action Requested	
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.	
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.	
c. <input checked="" type="checkbox"/> Amend Application No. 74-341A Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void	
4. Dates of Series	5. Records Series Title (followed by title used in office, if different)
Earliest 1955	Correspondence received from property & casualty insurance companies
Latest Present	

6. Division and Office Function What is the function of the Division and the Office in which this record series is created?

The Commissioner of Insurance determines that state-appropriated funds are paid to and deposited with the State Treasurer within the sums provided by law. The Commissioner of Insurance also regulates insurance companies, their agents and operation; regulates industrial loans of less than \$3,000; and oversees the enforcement of the State's fire safety laws and mobile home sales regulations.

The Insurance Division supervises insurance companies and agents, collects premium taxes, examines policy forms and policy rates, and administers insurance related laws. The Division also licenses agents and companies and investigates consumer complaints.

7. Record Series Description This file contains the following documents (include form numbers and titles, if any):  
Attach samples of the file.

Documents relating to: The reviewing for approval of correspondence from insurance companies in relation to changes in their policies, procedures and rates which stay in effect for as long as the policy is on file.

Included are: Correspondence relating to rates and form changes filed with this department along with documents supporting these changes.

File is arranged: Alphabetically by name of insurance company.

8. Monthly Reference Rate	How often are records referred to which are:
One to six months old 35 <del>25</del>	Seven to twelve months old 30 <del>25</del>
Thirteen to twenty-four months old 15 <del>25</del>	twenty-five months and older 5
OAR 1/21/88	
9. Annual Rate of Accumulation of Records	
Letter-size drawers 4 <del>25</del>	Legal-size drawers <del>25</del>
Shelves <del>25</del>	Other (specify) Hanging files - 3 rows
Current accumulation: 18 cu. ft. OAR 1/21/88	

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | 25 years.    |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

These records are related to insurance policy forms that will remain in effect for long periods of time and will be needed for reference when companies request a change in their policies or rates.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other \_\_\_\_\_ then,

- ☒ Microfilm
- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then until film is verified, then *SEP 4/21/88*
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy. *paper copy*
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Reference Microfilm Copy (Office Reference Copy) - Hold in current file area 25 years; then destroy.

*4/21/88* Duplicating Master  
Master Duplicate Copy (Public Research Copy) - Transfer to State Archives for permanent retention. reference use. *SEP 4/21/88*

Security Microfilm Copy (Vital Records Copy) - Transfer to State Archives for security retention and Archival retention.

*SEP 4/28/88*

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	<i>11/16/87</i>	<i>Frederick Anderson</i>	<i>11-18-87</i>
<b>88-19</b> Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) <b>88 0122-01</b>		<b>State Records Committee (Signature)</b> <b>Date</b>	
		State Auditor/Designee	<i>5-4-88</i>
		Secretary of State/Designee	<i>5/2/88</i>
		Attorney General/Designee	<i>5/19/88</i>